



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 03-12-2002**

Robbins Library Board of Trustees  
March 12, 2002

### Call to order

The meeting was called to order at 7:35 PM. Attending were David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were Nancy Gentile, Head of Adult Services, Library Director Maryellen Loud and Assistant Director Cindy Diminture.

### Approval of minutes

There were two corrections to the minutes of the February 13<sup>th</sup> meeting. A typographical error was corrected in the Fundraising paragraph. In the Robbins Print Collection section, the word "value" was clarified as "of special interest". The amended minutes were approved on a motion by Ms. Ruderman; seconded by Ms. Lawrence.

### Communications

A notice was distributed regarding Library Legislative Day on April 10<sup>th</sup> at the State House.

### Robbins Print Collection

Nancy Gentile made a presentation to the board regarding the status of the Robbins Print Collection project. She distributed a status report and an inventory of the prints that have been accessioned and are to be loaned to art schools. Jeremy McDonnell had been hired to accession the prints. Ms. Gentile reported that Jim Bergquist has finished his appraisal of the prints after working several days in January and February. In most cases, he studied individual prints and sampled the remainder. Votes were taken on the loan of prints to three schools. Ms. Ruderman made a motion; seconded by Ms. Deal, to loan four boxes of prints, as listed on the inventory, to the Montserrat College of Art. Approved unanimously. Ms. Deal made a motion; seconded by Ms. Lawrence, to loan eight boxes of prints to Assumption College, subject to a review of the American prints by Ms. Gentile and Ms. Loud. Passed unanimously. Ms. Ruderman made a motion; seconded by Mr. Murphy, to loan selected miscellaneous prints, with the exception of an album of prints by Norblin, to Plymouth State College. Passed unanimously. Ms. Gentile then showed the trustees a copy of the "agreement for outgoing loan" form. Some questions were posed regarding line items on the document. The wording of items ten and eleven, regarding the credit line and the repair and cleaning of objects, were revised. Ms. Muldoon requested that the trustees see a completed loan form. Ms. Muldoon made a motion; seconded by Ms. Ruderman, to allocate \$770 to pay Jeremy McDonnell for another fifty-five hours of work and \$2,035 to pay Nancy Gentile for an additional fifty hours of work, the monies to come from the Robbins Art Fund, with a transfer of \$1,000 from the line item for an appraiser, to cover these additional payments.

### Meeting room policy

Ms. Loud suggested three changes to the wording of the meeting room policy. Ms. Deal made a motion; seconded by Ms. Muldoon, to change the meeting room policy as proposed. Passed unanimously.

### Annual report for the public

Trustees reviewed the proposed format of the annual report and approved the printing on beige paper.

### Security

Mr. Murphy brought up the topic, suggesting that all policies and information on security and disaster preparedness be pulled together in one place for better organization and accessibility. Ms. Loud explained that a disaster plan exists for the Local History Room collection and that this will be extended to the rest of the collection. The Fire Department has copies of this plan as well. The staff manual contains "safety" directives in several places alphabetically. Ms. Loud will see that these are compiled into a single document.

### Author program

The Ruth Foster program will take place on Wednesday, April 3<sup>rd</sup>. The "suggestion list" for a spring program was discussed. Trustees were given an opportunity to suggest author choices. Where there is consensus, these authors will be contacted.

### Update on Friends of the Library

Ms. Diminture distributed a status report on the activities of the Friends of the Library. The ongoing book sale is doing well. The annual membership drive will take place in April. The Friends have two upcoming programs, an author program with Pat Thomas on Wednesday, March 13<sup>th</sup> and an author talk with Dr. Alfred Koumans on Wednesday, April 17<sup>th</sup>, being co-sponsored with the Arlington Family Connection. Discussions are underway for fall programs.

### FY2003 budget

There is nothing new to report. The town is still awaiting news on the Local Aid to Cities and Towns in the state budget.

### Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Castiglioni; seconded by Ms. Lawrence. The next meeting will be held on Tuesday, April 9<sup>th</sup> at 7:30 PM.

Respectfully submitted,

Cynthia Diminture